



Montgomery County Department of Housing and Community Affairs
Licensing and Registration Unit
100 Maryland Avenue, Room 260, Rockville, Maryland 20850
240-777-3799 • FAX 240-777-3699 • TTD 240-777-3679 • <http://montgomerycountymd.gov/dhca>

Single-Family\Condominium RENTAL FACILITY LICENSE APPLICATION

- ☐ Please print clearly or type. Answer all applicable questions.
- ☐ Completed application **MUST** be signed by the property owner.
- ☐ Legal Agent must be assigned if owner resides outside Maryland.
- ☐ Payment by check or money order must accompany application.
- ☐ Make checks payable to MONTGOMERY COUNTY, MD.
- ☐ Mail completed application with payment to address above.

Fiscal Year – July 1 to June 30

OFFICE USE ONLY

License # _____
Year Built _____
Date Recorded _____
Entered By _____
Deposit _____
Pending _____

I. RENTAL PROPERTY ADDRESS

Street Number _____ Street Name _____ Unit# _____

City _____ State _____ Zip _____

Owner's Emergency Phone Number _____ Community/Homeowner Association Name (if applicable) _____

Start Date of Rental _____ (mmddyyyy)

II. OCCUPANT INFORMATION

Is the property: Owner Occupied?.....YES ☐ NO ☐
Relative Occupied?.....YES ☐ NO ☐

(A relative is defined as a: Spouse, Sibling, Parent, Grandparent, Child, or Grandchild.)

If the answer to either of these questions is **YES**, you **DO NOT** need to pay a Rental Facility License Fee.

III. LICENSE FEE/STRUCTURE TYPE

The fiscal licensing year is **July 1 through June 30. FEES ARE NOT PRORATED.**

The full fee is due if the property is rented for any portion within a fiscal licensing year.

Structure Type	Check one	Annual Unit Fee	Structure Type	Check one	Annual Unit Fee
Single Family Detached House	<input type="checkbox"/>	\$98.00	Condo/Garden Apartment	<input type="checkbox"/>	\$56.00
Townhouse	<input type="checkbox"/>	\$98.00	Condo/High-rise Apartment	<input type="checkbox"/>	\$56.00
Duplex	<input type="checkbox"/>	\$98.00	Stacked Piggyback Townhouse	<input type="checkbox"/>	\$56.00
Back-to-Back Townhouse	<input type="checkbox"/>	\$98.00			
Quadrplex	<input type="checkbox"/>	\$98.00			

Please note: Montgomery County Government now uses the services of CheckAgain – Enhanced Check Management Services.

If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state's maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling (800)666-5222 ext. 2 to arrange payment for any outstanding checks and service fees due. www.checkagain.com

IV. OWNERSHIP INFORMATION: Determine ownership type and complete only the corresponding section .**A. SOLE PROPRIETORSHIP (Individual) or****First Owner's Name**

First Owner's Residing Street Address (If P.O. Box, Must Assign a Legal Agent)

City State/Country Zip

Daytime Phone Cellular/Evening Phone

Fax# Email Address

Second Owner's Name (if applicable)

Second Owner's Residing Street Address

City State/Country Zip

Daytime Phone Cellular/Evening Phone

Fax# Email Address

B. PARTNERSHIP or LIMITED LIABILITY COMPANY or**Name of Partnership or LLC**

Partnership Street Address

City State Zip

Daytime Phone Evening Phone

Fax# Email Address

*****Partner's/Member's Name**

Partner's Street Address

City State Zip

Daytime Phone Evening Phone

Fax# Email Address

***Must provide info for all partners/members holding 10% or more interest, please provide additional partner/member info on a separate sheet.

C. TRUST or**Name of Trust**

Daytime Phone Evening Phone

Fax# Email Address

Trustee's Name

Trustee's Street Address

City State Zip

D. CORPORATION**Name of Corporation**

Corporation Street Address

City State Zip

Daytime Phone Evening Phone

Fax# Email Address

Name of Maryland Resident Agent

Resident Agent's Street Address

City State Zip

Daytime Phone Evening Phone

Fax# Email Address

Corporation President's Name

Corporation President's Street Address

City State Zip

Daytime Phone Evening Phone

Fax# Email Address

V. CONTACT INFORMATION

A. Administrative Agent

(Retaining an Administrative Agent is not required. If this section is left blank, owner will serve as administrative agent.)

Who should we contact for business purposes, such as annual license renewal?

☐ Owner

or

☐ Administrative Agent as Listed Below

Agent's Name

Agent's Street Address

Agent's Company Name (if applicable)

City

State

Zip

Daytime Phone

Cellular/Evening Phone

Fax#

Email Address

B. Legal Agent

(must be provided;)

County law requires all owners to assign a Legal Agent to receive legal service of process. Owners residing in Maryland may designate themselves. Owners who do not reside in Maryland **MUST** designate a Legal Agent who resides within the State of Maryland. A Legal Agent is not responsible for the rental property or fees due.

Please Note:

- ❖ The Legal Agent cannot be your tenant (This can be a family member, friend, realtor, etc.).
- ❖ You must provide the Legal Agent's Maryland **HOME** address.
- ❖ The Legal Agent **MUST** sign below to accept responsibility as agent.

☐ Owner designates self as Legal Agent and resides in the STATE OF MARYLAND
(Home address already provided under Ownership Information.)

☐ Owner designates the below named Maryland resident as Legal Agent

Legal Agent's Name (Print or Type clearly above)

Legal Agent's **HOME** Street Address

Daytime Phone

Cellular/Evening Phone

City

Maryland

Zip

Fax#

Email Address

I understand and accept responsibility as Legal Agent for service of legal process:

X

Legal Agent's Signature

Date

VI. LEAD POISONING PREVENTION CHECKLIST – (must be completed)

Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements and that proof of compliance be provided to local government before authorizing a property to be rented.

Please Note:

- ❖ You **MUST** provide the following information before your property will be licensed to operate as a rental facility in Montgomery County.
- ❖ Further information regarding Lead Poisoning Prevention and compliance may be obtained through Maryland Department of the Environment (MDE) online at www.MDE.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199.
- ❖ **Copies of Inspection Certificates must be provided for those homes built before January 1, 1950.**

1. Was this residential rental property built before January 1, 1950?

Yes ☐ No ☐ Year Built _____.

If YES, you **must answer the remaining questions. If NO, skip to signature.*

2. Is this property registered with MDE?

Yes ☐ No ☐

**If YES, enter MDE Tracking # _____.*

(Formerly referred to as the MDE owner number.)

**If NO, please contact (MDE) online at www.MDE.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements.*

3. Is the property registration current?

Yes ☐ No ☐

**If NO, please contact (MDE) online at www.MDE.state.md.us or by telephone at 1-800-633-6101 or 410-537-4199 for information on registration requirements.*

4. What is your Lead Inspection Certificate # for current tenancy _____.

Copies of Lead Inspection Certificates Must be Provided for Properties Built Before 1950

VII. OWNER'S SIGNATURE (Agent's signature not acceptable)

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department of Housing and Community Affairs, Licensing and Registration Unit within 10 days of the change.

X _____

Owner's Signature (Agent's signature not acceptable)

Date

Print or Type Name of Person Signing

Owner Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Signed the application? | <input type="checkbox"/> Designated a Legal Agent in Maryland? |
| <input type="checkbox"/> Completed Lead Poisoning Prevention Checklist? | <input type="checkbox"/> Copy of Lead Inspection Certificate? |
| <input type="checkbox"/> Enclosed License Fee as Check or Money Order Payable to Montgomery County? | |